

Digital Learning Upload and Support Contractor

Overview & Application Information

Overview

The Tennessee Department of Education's Digital Learning Team in the Human Capital Division is seeking an independent contractor to support uploading resources related to professional learning modules, academic standards & content, and other deliverables that will appear on the Best for All Central (BFAC) platform.

The contractor will support the Digital Learning Team. The Digital Learning Team is tasked with uploading new content and resources and revising and updating current resources on the BFAC website.

Requirements:

The ideal candidate must:

- Have demonstrated technology or technical skills, including website management or using edtech tools and platforms.
- Knowledge of compliance and accessibility regarding web resources.
- Be efficient with time management.
- Be able to track work and provide status updates.
- Experience with MS Suite.
- Excellent problem-solving and communication skills.
- Proficient technical trouble-shooting skills.
- Attention to detail and content design.

Responsibilities of the Contractor:

Duties and responsibilities include:

- Uploading new content into the BFAC website.
- Assessing current content for ADA compliance and re-uploading these resources into the tool as necessary.
- Providing weekly reports on the number of items uploaded into the BFAC tool.
- Providing additional related support as requested.

Payment Methodology:

Goods or Services Description	Amount (per compensable increment)
Resource uploads	\$ 18 per upload
Up to 2-hour training	\$ 35 per Hour

Application Process:

Applicants must meet all requirements of the solicitation and submit a complete application no later than 5pm Central on November 30, 2020. The letter of interest must address all items listed under the Requirements section above. Applicants will be scored on a rubric aligned to these requirements.

For consideration, responses must include all of the following:

- (1) Letter of intent highlighting technical qualifications, experiences, and location/region of interest,
- (2) Current resume

Responses to this solicitation must be submitted electronically to Angel Harris at Angel.S.Harris@tn.gov.

Applicants will be notified whether or not they advance to the interview portion of the application process by 5pm Central on December 4, 2020.

For additional details, please feel free to email Angel Harris.

The State reserves the right to determine, at its sole discretion, the appropriateness and adequacy of responses related to this solicitation. Contracts are subject to funds availability and final approval by the state procurement offices.